

Child and Adult Care Food Program Health & Nutrition Services



State of Arizona
Department of Education

This institution is an equal opportunity provider.

Welcome to Child and Adult Care Food Program Computer Track Training



CACFP

Child and Adult Care Food Program

Objectives

1. Requirements for Accessing CNPWeb
2. Accessing CNPWeb
3. Creating Sponsor and Site Applications
4. Creating Sponsor and Site Claims
5. Reports
6. Reminders

Requirements for Accessing CNPWeb

1. Complete Computer Track Training.
2. Complete and submit ADE Common Logon form.
3. ADE will provide a Common Logon username and temporary password.
4. New user must reset password during first login.

Accessing CNPWeb

1. Go to the Arizona Department of Education homepage at:
<http://www.azed.gov>
2. Click on Common Logon:



Accessing CNPWeb Cont.

3. Enter the username and temporary password provided by ADE.
4. Click the “Continue” button:

Arizona Department of Education

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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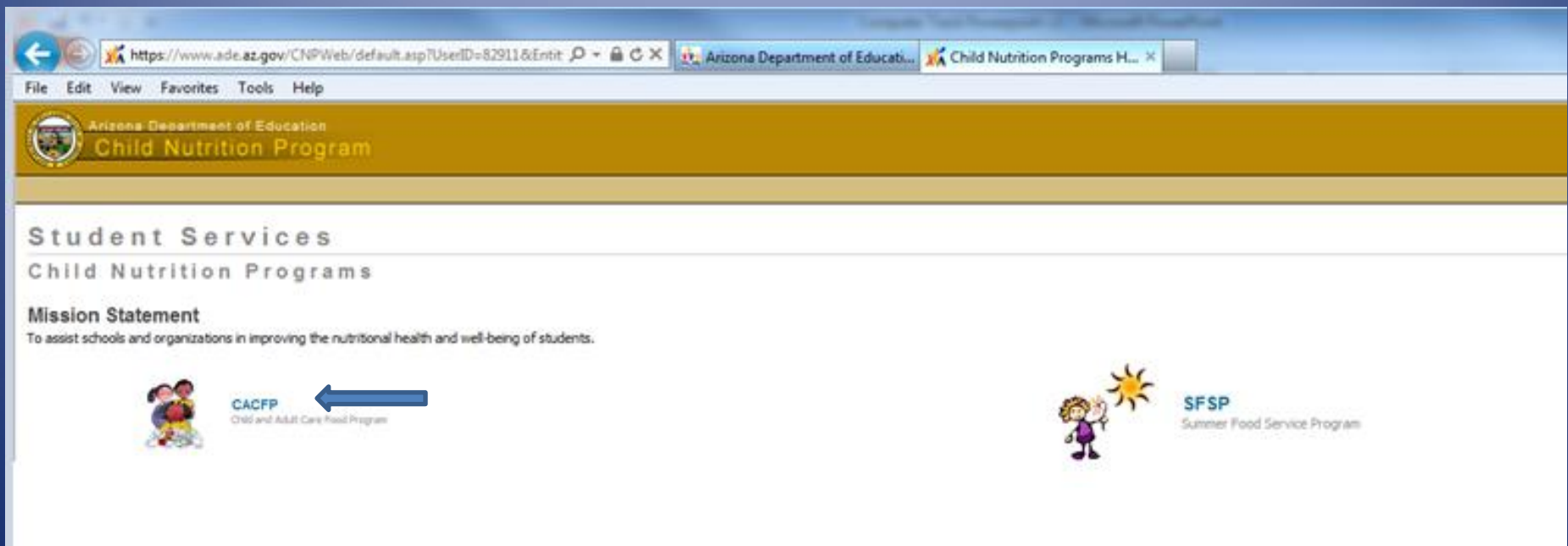
Accessing CNPWeb Cont.

5. Click on CNPWeb on the Common Logon Application Menu:



Accessing CNPWeb

6. Click on the CACFP link:

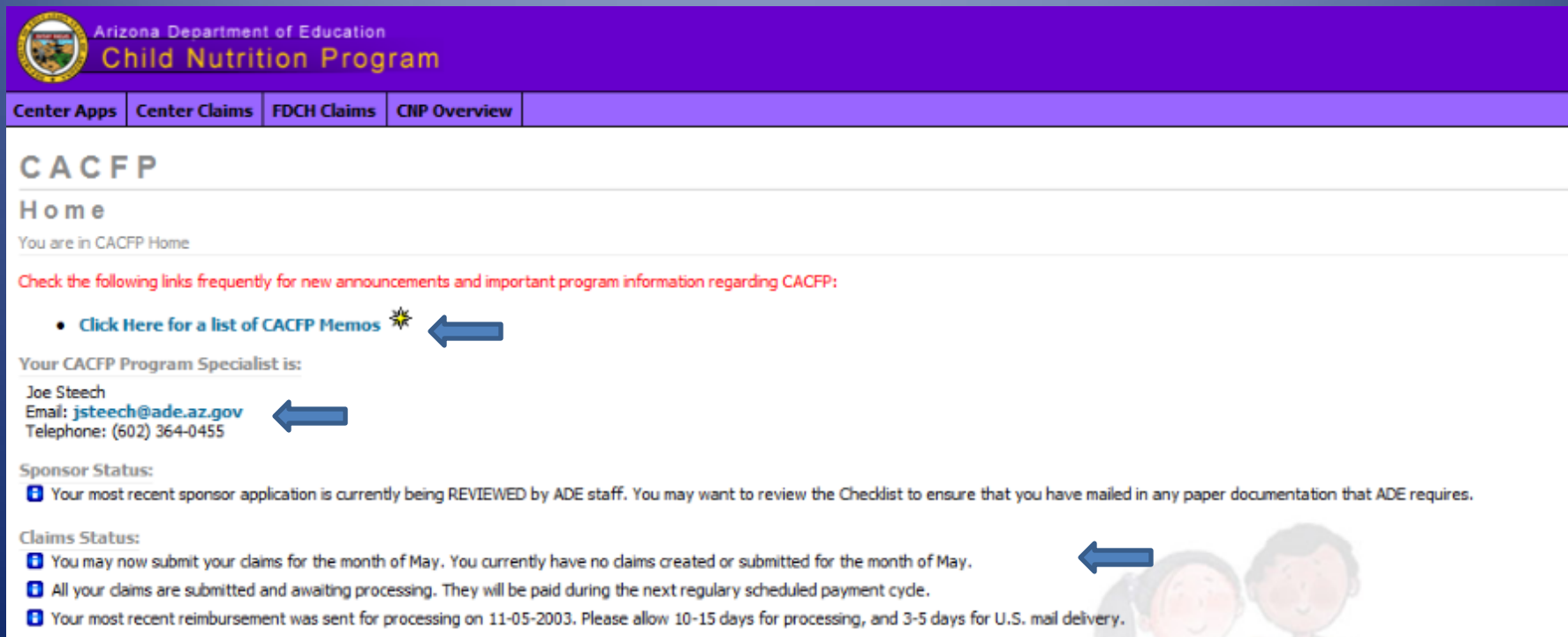


➤ This will access the CACFP Homepage.

CACFP Homepage

1. At the CACFP Homepage the user can:

- View all CN Memos distributed to CACFP participants.
- View your assigned specialist contact information.
- View important applications and claims processing information.



Arizona Department of Education
Child Nutrition Program


Center Apps | Center Claims | FDCH Claims | CNP Overview

CACFP


Home

You are in CACFP Home


Check the following links frequently for new announcements and important program information regarding CACFP:

- [Click Here for a list of CACFP Memos](#) 



Your CACFP Program Specialist is:


Joe Steech
Email: jstech@ade.az.gov 
Telephone: (602) 364-0455


Sponsor Status:


 Your most recent sponsor application is currently being REVIEWED by ADE staff. You may want to review the Checklist to ensure that you have mailed in any paper documentation that ADE requires.

Claims Status:

 You may now submit your claims for the month of May. You currently have no claims created or submitted for the month of May. 

 All your claims are submitted and awaiting processing. They will be paid during the next regular scheduled payment cycle.

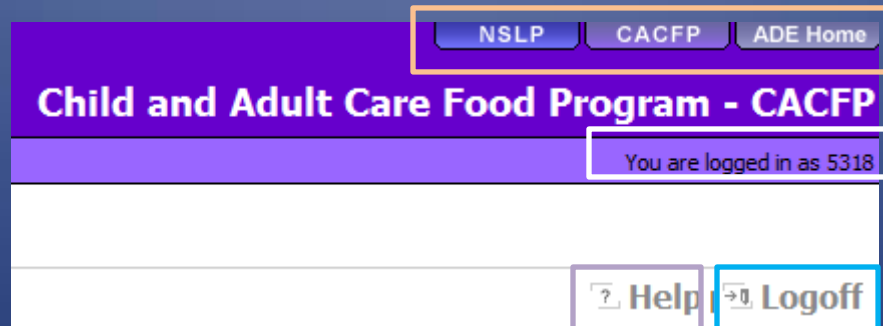
 Your most recent reimbursement was sent for processing on 11-05-2003. Please allow 10-15 days for processing, and 3-5 days for U.S. mail delivery.



CACFP Homepage

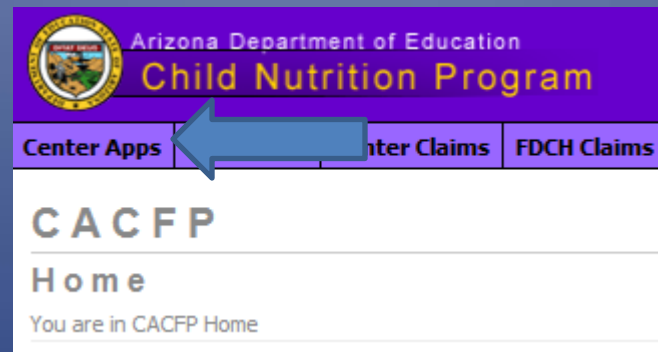
2. The upper right portion of the CACFP Homepage allows the user to do the following:

- a. Switch between programs (If security allows) or go to the ADE Homepage.
- b. Identifies who the user is logged in as.
- c. Access online help features.
- d. Logoff CNPWeb.

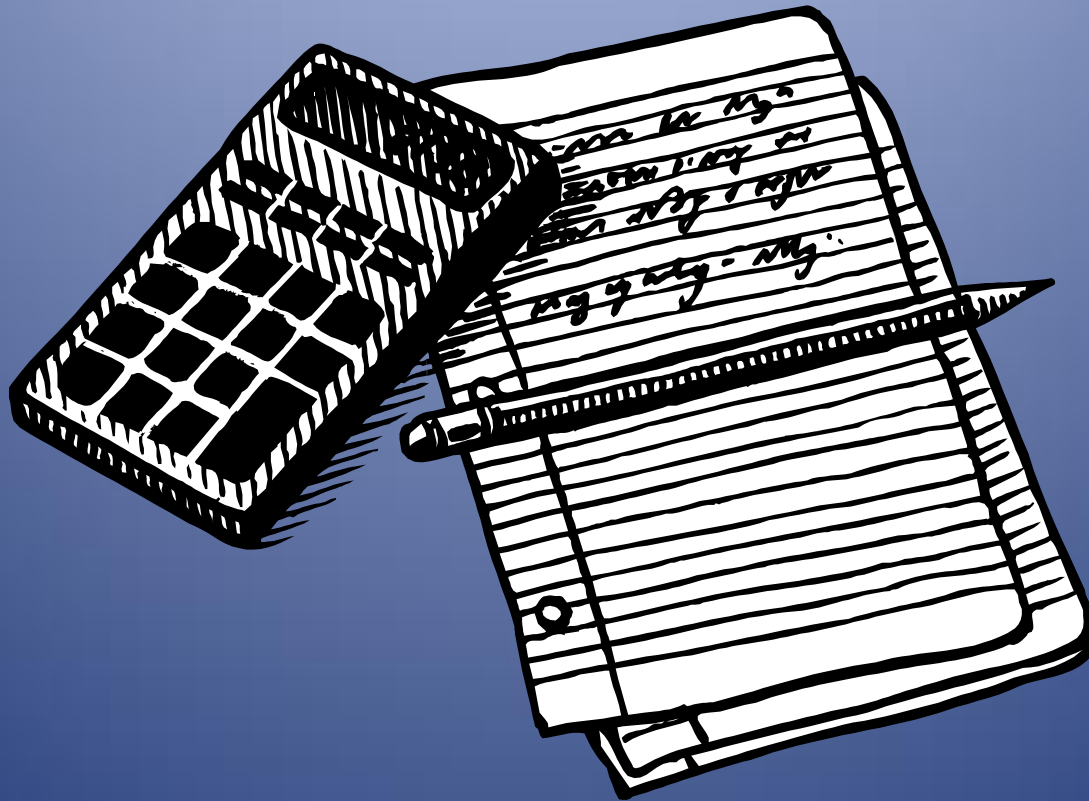


CACFP Homepage

3. The menu items appear across the top left portion of the CACFP Homepage.
 - a. Menu items are established based on the users security profile.
 - b. Click on the Center Apps menu:

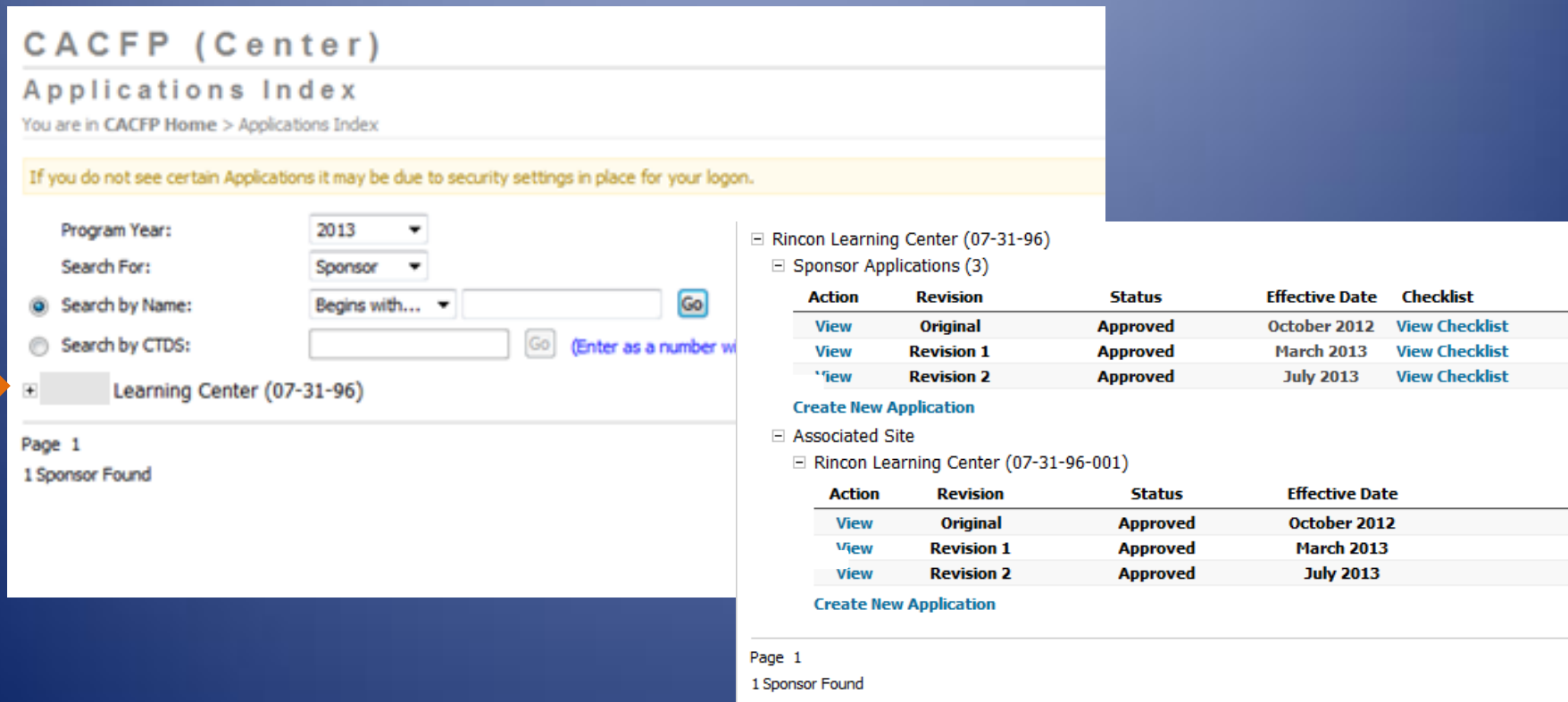


Creating Sponsor and Site Applications



CACFP Application Index


1. The CACFP Application index will display the sponsor participating in the CACFP.
2. When clicked, the plus(+) sign next to the sponsor name expands the application information available.



CACFP (Center)
Applications Index
You are in CACFP Home > Applications Index

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year: 2013
Search For: Sponsor
Search by Name: Begins with...
Search by CTDS: (Enter as a number w

 **Learning Center (07-31-96)**

Page 1
1 Sponsor Found

☐ Rincon Learning Center (07-31-96)
☐ Sponsor Applications (3)

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	October 2012	View Checklist
View	Revision 1	Approved	March 2013	View Checklist
View	Revision 2	Approved	July 2013	View Checklist

[Create New Application](#)

☐ Associated Site
☐ Rincon Learning Center (07-31-96-001)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2012
View	Revision 1	Approved	March 2013
View	Revision 2	Approved	July 2013

[Create New Application](#)

Page 1
1 Sponsor Found

CACFP Application Index

3. Explanation of search functions:

a. Program Year – The dropdown list contains all program years available. The displayed program year is the ending year.

b. Search For – This allows the user to search for a sponsor or a site.

c. Search by Name – Allows the user to search by all or a portion of the sponsor or site name.

d. Search by CTDS – Enter the unique CTDS # assigned to the sponsor or center by ADE.

CACFP (Center)
Applications Index
You are in **CACFP Home** > Applications Index

If you do not see certain Applications it may be due to security settings in place for your login.

Program Year: 2013

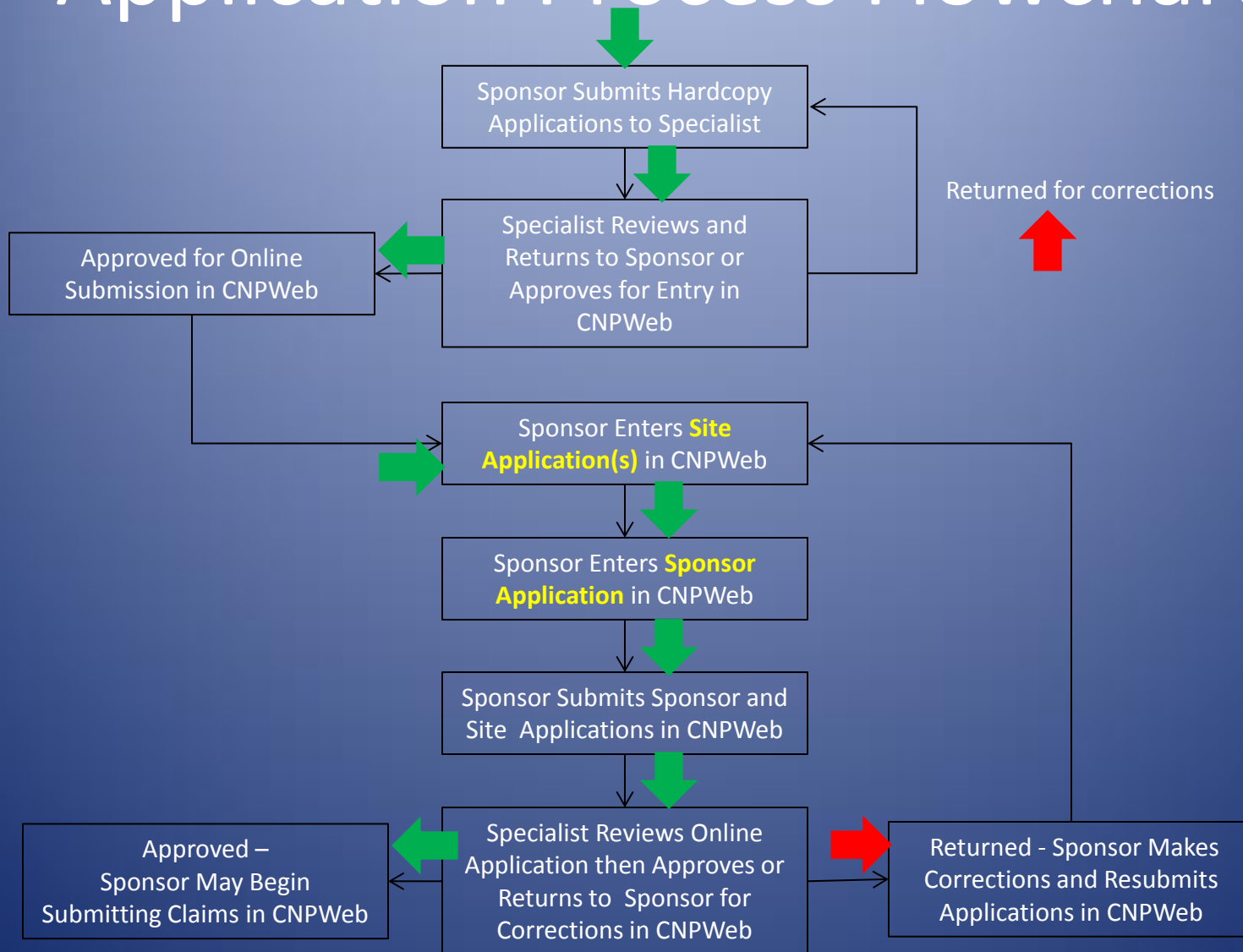
Search For: Sponsor

☒ Search by Name: Begins with...

☐ Search by CTDS: (Enter number with no punctuation)

The screenshot shows the CACFP (Center) Applications Index search interface. It includes a breadcrumb trail "You are in CACFP Home > Applications Index" and a yellow warning box. The search section has four main components: "Program Year" with a dropdown set to "2013"; "Search For" with a dropdown set to "Sponsor"; "Search by Name" with a radio button selected, a dropdown set to "Begins with...", a text input field, and a "Go" button; and "Search by CTDS" with a radio button unselected, a text input field, a "Go" button, and a note "(Enter number with no punctuation)". Four blue arrows point to the "2013" dropdown, the "Sponsor" dropdown, the "Go" button for the Name search, and the "Go" button for the CTDS search.

Application Process Flowchart



Application Order

CACFP (Center)

Applications Index

You are in [CACFP Home](#) > Applications Index

If you do not see certain Applications it may be due to security settings in place for your login.

Program Year:

Search For:

☒ Search by Name:

☐ Search by CTDS:

(Enter as a number with no punctuation)

☐ Little Swans Preschool (07-31-40)

☐ Sponsor Applications (1)

Action	Revision	Status	Effective Date	Checklist
View	1	Approved	October 2012	View Checklist

[Create New Application](#)

← 2nd - Sponsor

☐ Associated Site

☐ Little Swans Preschool (07-31-40-001)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2012

[Create New Application](#)

← 1st - Site

Create New Site Application



The site application(s) first, then the sponsor application second.

1. Click the Create New Application link for the site.

CACFP (Center)
Applications Index
You are in [CACFP Home](#) > Applications Index

If you do not see certain Applications it may be due to security settings in place for your login.

Program Year:

Search For:

☒ Search by Name:

☐ Search by CTDS: (Enter as a number with no punctuation)

: Preschool (07-31-34)

☐ Sponsor Applications (1)


Action	Revision	Status	Effective Date	Checklist
View	Revision 2	Approved	October 2012	View Checklist

[Create New Application](#)

☐ Associated Site

| Preschool - 1 (07-31-34-001)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2012

[Create New Application](#) 

Page 1
1 Sponsor Found


Create New Site Application

2. Enter the site information.
3. Click the “Save” button in the bottom right corner.

CACFP (Center)


Site Application


You are in [CACFP Home](#) > [Applications Index](#) > Site Application


The  indicates boxes that must contain information before you click Submit. The * indicates Office Use Only.


Preschool - 1
(07-31-34-001)


1. Site Contact

First Name: 

Last Name: 


Title: 

E-Mail Address: 


Phone:  - - Ext.


Fax: - - Ext.


2. Physical Address

Address 1: 

Address 2:

City: 

State:  AZ ▼

Zip Code:  -

☐ The Mailing Address is the same as the Physical Address.

Save












Submit

Delete

Cancel

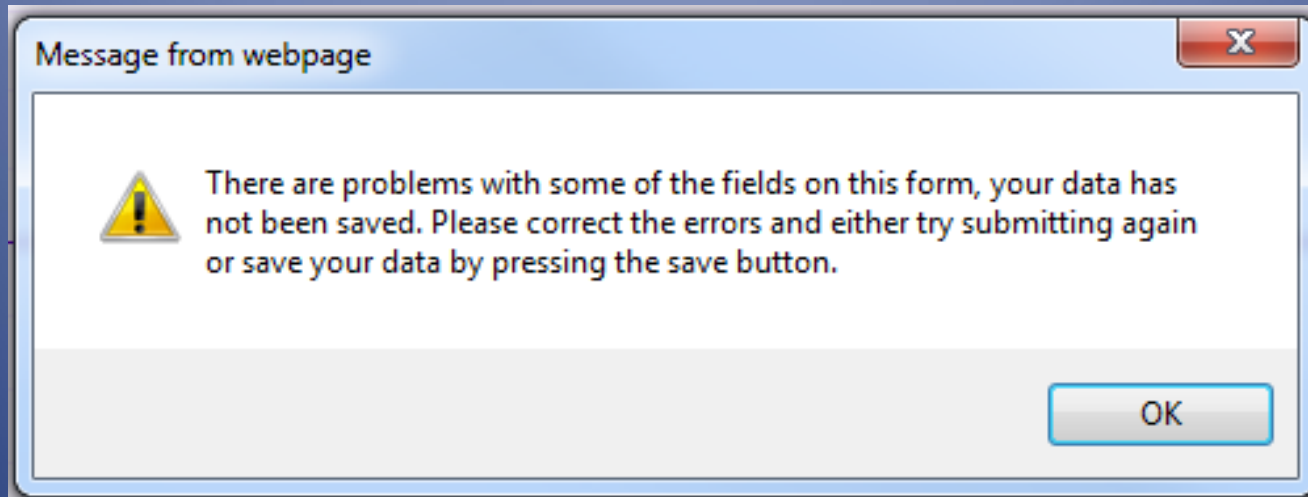
Create New Site Application

4. If any errors occur, they will appear similar to the ones below.
5. Correct errors and re-save.

4. General Information			
Type of Center		For-Profit, Proprietary Title XX Center: Children or Adults	▼
Classification of Site		Child Care Center or Preschool	▼
Type of Site Approval		Department of Health Services (DHS) License	▼
License Number:	 	<input type="text"/>	License Number cannot be blank.
Licensed Capacity:	 	<input type="text"/>	License Capacity cannot be blank.
License Expiration Date:		12/31/2012	(Format: mm/dd/yyyy)
First Date of Operation:		10/01/2012	(Format: mm/dd/yyyy)
Last Date of Operation:		09/30/2013	(Format: mm/dd/yyyy)
Contract for Food Service:		No	▼

Create New Site Application

6. Click the “Submit” button in the bottom right corner of the application.
7. If any errors remain, a popup message will appear. Correct all errors then submit again.



8. Enter more sites or add the sponsor application.

Create New Site Application

9. When all sites are submitted, the status will be “Waiting for Sponsor Application”.

CACFP (Center)

Applications Index

You are in **CACFP Home** > Applications Index

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year:

Search For:

☒ Search by Name:

☐ Search by CTDS: (Enter as a number with no punctuation)

☐ Preschool (07-31-34)

☐ Sponsor Applications (1)


Action	Revision	Status	Effective Date	Checklist
View	Revision 2	Approved	October 2012	View Checklist

[Create New Application](#)

☐ Associated Site

☐ : Preschool - 1 (07-31-34-001)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2012
View	Revision 1	Waiting for Sponsor Application	



Page 1

1 Sponsor Found

Create New Sponsor Application

1. Click Create New Application under Sponsor Applications.

CACFP (Center)

Applications Index

You are in [CACFP Home](#) > Applications Index

If you do not see certain Applications it may be due to security settings in place for your login.

Program Year:

Search For:

☒ Search by Name:

☐ Search by CTDS: (Enter as a number with no punctuation)

☐ Preschool (07-31-34)

☐ Sponsor Applications (1)

Action	Revision	Status	Effective Date	Checklist
View	Revision 2	Approved	October 2012	View Checklist

[Create New Application](#)

☐ Associated Site

☐ Preschool - 1 (07-31-34-001)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2012
View	Revision 1	Waiting for Sponsor Application	

Page 1

1 Sponsor Found

Create New Sponsor Application

2. Complete the sponsor information.
3. Read the Certification Statement and check “I agree”.

9. Certification Statement

I certify that the information on this application is true to the best of my knowledge.

I agree to the terms and conditions as defined in the Food Service Agreement and understand that this information is being given in connection with Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal statutes.

☒ I Agree



4. Click the “Save” button to check for errors.
5. No errors? Click the “Submit” button.

Save

Submit

Delete

Cancel

Congratulations!

You have submitted your first online application. The CACFP Application Index should look similar to this:

CACFP (Center)
Applications Index
You are in [CACFP Home](#) > [Applications Index](#)

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year:

Search For:

☒ Search by Name:

☐ Search by CTDS: (Enter as a number with no punctuation)

[-] Learning Center (07-31-96)

[-] Sponsor Applications (3)

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	October 2012	View Checklist
View	Revision 1	Approved	March 2013	View Checklist
View	Revision 2	Submitted to ADE		View Checklist

[-] Associated Site

[-] Learning Center (07-31-96-001)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2012
View	Revision 1	Approved	March 2013
View	Revision 2	Not-Reviewed	

Page 1
1 Sponsor Found

Sponsor Application Status Descriptions

1. Sponsors applications have various statuses that indicate where they are in the online process. Below are the most common:



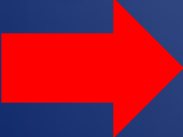
a. **Pending Submission** – Application created, but not yet submitted.



b. **Submitted to ADE** – Application sent to ADE for approval.



c. **Approved** – ADE has reviewed and accepted the application. The sponsor can now submit claims.



d. **Rejected** – ADE has reviewed and returned for corrections.

Site Application Status Descriptions

2. Site applications also have unique statuses that indicate where they are in the online process. Below are the most common:

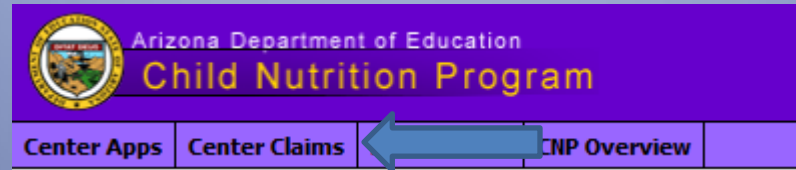
-  a. **Pending Submission** – Application created, but not yet submitted.
-  b. **Waiting for Sponsor Application** – Site application is submitted without errors and is waiting for sponsor application submission.
-  c. **Not-Reviewed** – Application is submitted, but not yet approved.
-  d. **Approved** – ADE has reviewed and accepted the application.
-  e. **Rejected** – ADE has reviewed and returned for corrections.

Creating Sponsor and Site Claims



Center Claims Index

1. Click Center Claims on the menu.



2. Claims Index Search Functions are the same except:
 - a. Month – Select a claim month to view claims.
 - b. Claim Status – Select from Paid, Submitted to ADE, Pending Submission or All

Claims

Center Claims Index

You are in CACFP Home > Center Claims Index

Use the drop-down lists to make your selections.
In **Search by Name**, you have several options. If you know the name of the sponsor or site you want, select **Begins With** and type the letter that it starts with. The system displays a list of all sponsors or sites that begin with that letter.
If you're not sure of the name, but you know that it has Mesa in it, select **Contains**, type **Mesa** and click **Go**. The system displays a list of all sites with Mesa in their names.
If you know a site ends in "start", select **Ends With**, type **start** and click **Go**. The system displays a list of all sites that end with "start" (such as Headstart).

Program Year: 2013
Month: May
Claim Status: [All]
Search for: Sponsor

☒ Search by Name: Begins with...
☐ Search by CTDS: (Enter as a number with no punctuation)

Learning Center (07-31-96)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

May

Reminder: You must enter a sponsor claim prior to submitting site claims.

- Create New Sponsor Claim

Learning Center (07-31-96-001)

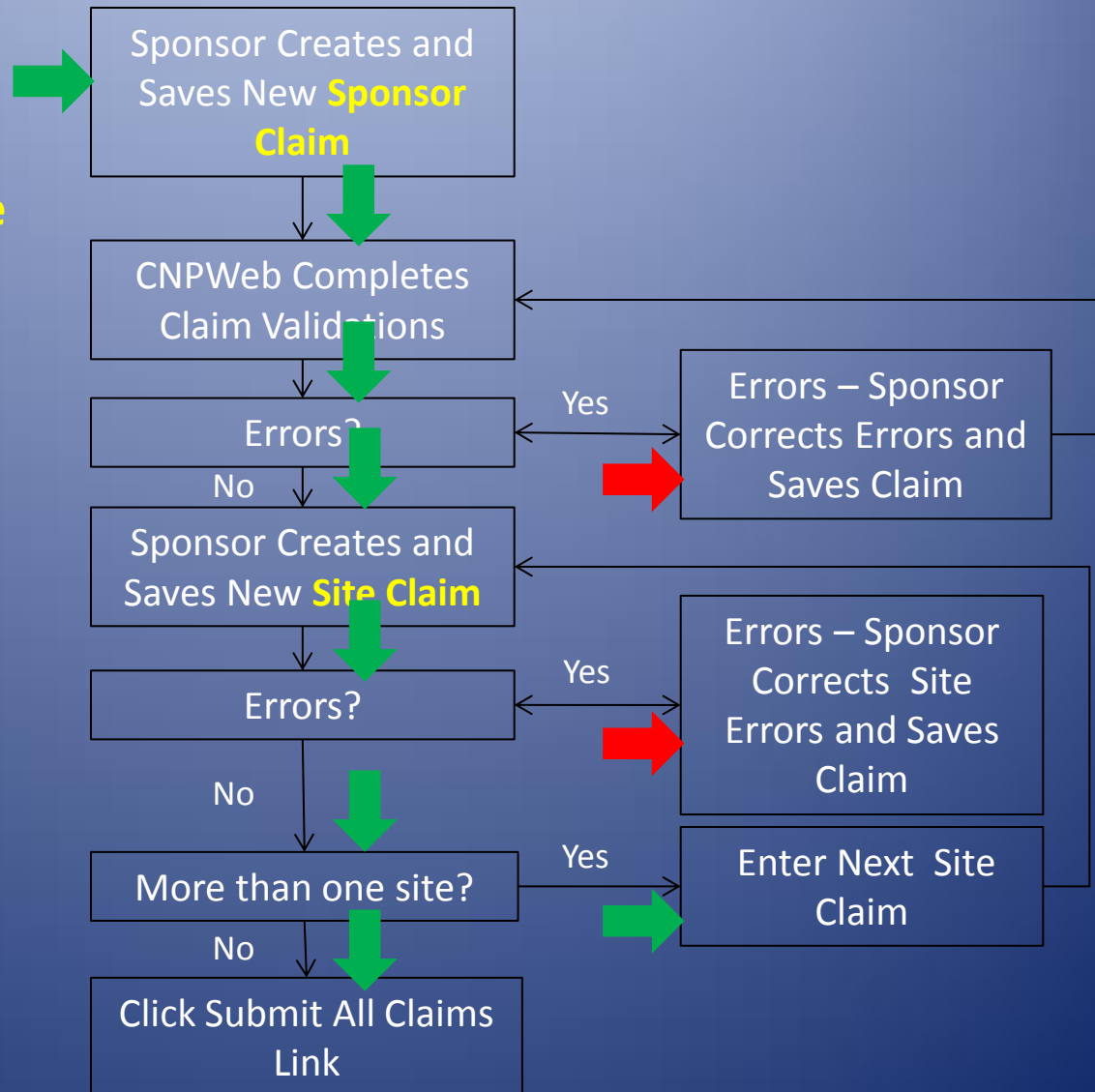
- View Site Meal Service Summary
- Create New Claim

CACFP Claim Process Flowchart

NOTE

The claims process is the
opposite of the
application process:

Sponsor Claims – 1st
Site Claims – 2nd



Sponsor Claim



The sponsor claim first, then the site claim(s) second.

1. Click the Create New Sponsor Claim link on the Center Claims index.

Claims

Center Claims Index

You are in [CACFP Home](#) > Center Claims Index

Use the drop-down lists to make your selections.

In **Search by Name**, you have several options. If you know the name of the sponsor or site you want, select **Begins With** and type the letter that it starts with. The system displays a list of all sponsors or sites that begin with that letter.

If you're not sure of the name, but you know that it has Mesa in it, select **Contains**, type **Mesa** and click **Go**. The system displays a list of all sites with Mesa in their names.

If you know a site ends in "start", select **Ends With**, type **start** and click **Go**. The system displays a list of all sites that end with "start" (such as Headstart).

Program Year:	2013	▼
Month:	May	▼
Claim Status:	[All]	▼
Search for:	Sponsor	▼
<input checked="" type="radio"/> Search by Name:	Begins with...	▼ <input type="text"/> <input type="button" value="Go"/>
<input type="radio"/> Search by CTDS:	<input type="text"/>	<input type="button" value="Go"/> (Enter as a number with no punctuation)

Learning Center (07-31-96)

- ▶ [View Meal Service Summary](#)
- ▶ [View Payment Summary](#)
- ▶ [View Accounts Payable/Receivable](#)
- ▶ [View Advance Summary](#)

May

Reminder: You must enter a sponsor claim prior to submitting site claims.

- ▶ [Create New Sponsor Claim](#)

Learning Center (07-31-96-001)

- ▶ [View Site Meal Service Summary](#)
- ▶ [Create New Claim](#)



Sponsor Claim

2. Monthly Income supporting the operation of CACFP.

Regular Claim

Monthly Income

Non-CACFP Income:	40000
CACFP Income:	9571
Value of Cash/Non-Cash Donations:	0
Value of Excess Personnel Meals:	0
Total Income:	\$ 49,571

Sponsor Claim

3. Monthly administrative expenses for the operation of CACFP.

Monthly CACFP Administration Expenses	
Administrative Cost - Labor:	11
Administrative Cost - Benefits:	0
Administrative Cost - Rent or Mortgage:	173
Administrative Cost - Contracted Services:	12
Administrative Cost - Communications:	0
Administrative Cost - Other Costs:	0
Administrative Cost - Unaffiliated Costs:	0
Total CACFP Administrative Expenses:	\$ 196

Sponsor Claim

4. Enter the Operational Expenses for the CACFP.

Monthly CACFP Operational Expenses

Operating Cost - Labor:	2821
Operating Cost - Benefits:	0
Operating Cost - Food:	4208
Operating Cost - Supplies:	51
Operating Cost - Rent or Mortgage:	1080
Operating Cost - Contracted Services:	0
Operating Cost - Utilities:	240
Operating Cost - Other Costs:	0
Operating Cost - Unaffiliated Costs:	0
Total CACFP Operational Expenses:	\$ 8,400

Sponsor Claim

5. YTD Summary of Expenditures

Calculated CACFP Income	Actual YTD	Approved	YTD Percentage
Non-CACFP Income	\$ 392,800	\$ 400,000	98.2 %
Administrative Advance		\$ 0	
CACFP Income	\$ 97,269	\$ 111,600	87.16 %
Value of Cash/Non-Cash Donations	\$ 0	\$ 0	0 %
Value of Excess Personnel Meals	\$ 0	\$ 0	0 %
Total Income	\$ 490,069	\$ 511,600	95.79 %

Calculated CACFP Administrative Expenses	Actual YTD	Approved	YTD Percentage
Administrative Cost - Labor	\$ 3,926	\$ 2,552	153.84 %
Administrative Cost - Benefits	\$ 0	\$ 0	0 %
Administrative Cost - Rent or Mortgage	\$ 1,903	\$ 2,074	91.76 %
Administrative Cost - Contracted Services	\$ 108	\$ 144	75 %
Administrative Cost - Communications	\$ 12	\$ 0	0 %
Administrative Cost - Other Costs	\$ 0	\$ 28	0 %
Administrative Cost - Unaffiliated Costs	\$ 0	\$ 0	0 %
Total CACFP Administrative Expenses	\$ 5,949	\$ 4,798	123.99 %

Calculated CACFP Operational Expenses	Actual YTD	Approved	YTD Percentage
Operating Cost - Labor	\$ 31,258	\$ 44,289	70.58 %
Operating Cost - Benefits	\$ 0	\$ 0	0 %
Operating Cost - Food	\$ 48,661	\$ 55,800	87.21 %
Operating Cost - Supplies	\$ 1,089	\$ 2,200	49.5 %
Operating Cost - Rent or Mortgage	\$ 11,880	\$ 12,960	91.67 %
Operating Cost - Contracted Services	\$ 0	\$ 0	0 %
Operating Cost - Utilities	\$ 2,640	\$ 2,880	91.67 %
Operating Cost - Other Costs	\$ 0	\$ 0	0 %
Operating Cost - Unaffiliated Costs	\$ 0	\$ 0	0 %
Total CACFP Operational Expenses	\$ 95,528	\$ 118,129	80.87 %

Calculation for percentages:

Actual YTD / Approved = YTD Percentage

Example Operating Cost – Food:

48,661 / 55,800 = .8721 or 87.21%

Sponsor Claim

6. Save the Sponsor Claim.

- Click the Save button in the bottom right corner of the Sponsor Claim page.
- If errors, correct and re-save claim.
- No errors, click Cancel button to return to Center Claims Index.
- Sponsor Claim will remain in Pending status until site claims are added.

Program Year:

2013

▼

Month:

May

▼

Claim Status:

[All]

▼

Search for:

Sponsor

▼

☒ Search by Name:

Begins with...

Go

☐ Search by CTDS:

Go

(Enter as a number with no punctuation)

Learning Center (07-31-96)

▶ View Meal Service Summary

▶ View Payment Summary

▶ View Accounts Payable/Receivable

▶ View Advance Summary

May

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	07/16/2013 8:30a	Edited by 5318

Learning Center (07-31-96-001)

▶ View Site Meal Service Summary

▶ Create New Claim

Site Claim

1. Click Create New Claim link under the site name.

Program Year: 2013
Month: May
Claim Status: [All]
Search for: Sponsor

☒ Search by Name: Begins with...
☐ Search by CTDS: (Enter as a number with no punctuation)

Learning Center (07-31-96)

- ▶ View Meal Service Summary
- ▶ View Payment Summary
- ▶ View Accounts Payable/Receivable
- ▶ View Advance Summary

May

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	07/16/2013 8:30a	Edited by 5318

Learning Center (07-31-96-001)

- ▶ View Site Meal Service Summary
- ▶ Create New Claim

REMINDER: A site claim will be created for each site that operated during the claim month.

Site Claim

2. Enter the Program Participation for the claim month.

Average Daily Participation and Participants Enrolled are calculated by the system.

Regular Claim

Program Participation

Number of Days Served:

Average Daily Participation:

Participants Approved for Free Meals:

Participants Approved for Reduced-Price Meals:

Participants Approved for Paid Meals:

Participants Enrolled:

Participants Receiving Title XIX or XX Benefits:



Averaged Daily Participation = Max Total Meals Served / Number of Days Served

Participants Enrolled = Free Approved + Reduced-Price Approved + Paid Approved

Site Claim

Title XIX (SSI) or XX (DES) Benefits:

- A. All For-Profit centers must enter the Participants Receiving Title XIX or XX Benefits.
- B. The center must meet one of the following:
 - 1) 25% or greater Title XIX or XX compared to the Total Enrollment or License Capacity. OR
 - 2) 25% or greater Free/Reduced Approved compared to Total Enrollment or License Capacity.

Site Claim

3. Enter the total meals claimed during the claim month for each meal type.

The meals available for entry are based on the meals approved on the site application.

Breakfast - Regular	
Breakfast - Regular:	2100
Free Meals Served:	739
Reduced-Price Meals Served:	296
Paid Meals Served:	1065
Morning Snack	
Morning Snack:	1800
Free Meals Served:	634
Reduced-Price Meals Served:	254
Paid Meals Served:	913
Lunch	
Lunch:	2000
Free Meals Served:	704
Reduced-Price Meals Served:	282
Paid Meals Served:	1014

Free, Reduced – Price and Paid Meals Served are calculated by the system.

Meals are calculated based on percentages of Free, Reduced-Price and Paid Approved

Site Claims

4. Click the Save button in the lower right corner of the site claim page.
5. If errors exist, correct then re-save the site claim.

C l a i m s

Center Site Claim

You are in [CACFP Home](#) > [Center Claims Index](#) > Center Site Claim

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard your changes since the last save. Be sure to enter only *whole numbers* (no decimals/cents).

Learning Center
(07-31-96-001)

Regular Claim

Your claim data has been saved, however, some errors have been identified with individual fields on this form. Please correct the errors and save again. This claim cannot be submitted and paid until the errors have been corrected.

- ❌ Breakfast - Regular is out of range (must be between 0 and 3,195).
- ❌ Morning Snack is out of range (must be between 0 and 3,195).
- ❌ Lunch is out of range (must be between 0 and 3,195).

6. Click the Cancel button to return to the Center Claims Index.
7. Add claims for all other sites participating during the claim month.


Submit ALL Claims

8. At the Center Claims Index page, click the “Submit All Claims” button after all claims have been entered.

----- Learning Center (07-31-96)

- ▶ View Meal Service Summary
- ▶ View Payment Summary
- ▶ View Accounts Payable/Receivable
- ▶ View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- ▶ Submit All Claims 

May

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Completed	07/16/2013 8:30a	

Learning Center (07-31-96-001)

- ▶ View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	07/18/2013 1:46p	Edited by 5318

REMINDERS:

- The claim status must be Submitted to receive payment.
- Clicking the Submit All Claims link submits all error free claims with Pending status in ALL months.

Revised Claims

1. Revise claims after status has changed to Submitted for Pmt.
2. Claims available for revision have a Revise Claim link on the Center Claims Index page.
3. The Revise Claim link is available until the claim has reached the 60-Day Deadline.
4. Enter the total number of meals, not the number adjusted upward or downward.

Claim Status Descriptions

1. Sponsor Claims have unique statuses that indicate where they are in the online process. Below are the most common:






a. **Pending** – Claim was created, but not yet submitted.



b. **Completed** – A sponsor claim receives a Completed status after the first site claim has been saved.

Claim Status Descriptions

2. Below are the Site Claim statuses:

-  a. **Pending** – Claim was created, but not yet submitted.
-  b. **Submitted** – The claim has been submitted to ADE for payment. ADE has not yet processed that claim.
-  c. **Submtd for Pmt** – ADE Health & Nutrition has reviewed the claim and has approved it for payment. Allow 15 days from this date for receipt of reimbursement.

Reports

Batch Date	Batch Number	Claim Date	Transaction Type	CACFP Food	CACFP CIL CACFP Advances
12/11/2012	897	10/01/2012	Original Claim	\$48,254.16	\$4,067.94
			Distribution	\$48,254.16	\$4,067.94
12/11/2012	897	10/01/2012	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
01/11/2013	812	11/01/2012	Original Claim	\$39,857.73	\$3,510.4
			Distribution	\$39,857.73	\$3,510.4
01/11/2013	812	11/01/2012	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
02/12/2013	835	12/01/2012	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
02/12/2013	835	12/01/2012	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
03/13/2013	871	01/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
03/13/2013	871	01/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
04/12/2013	885	02/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
04/12/2013	885	02/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
05/13/2013	813	03/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
05/13/2013	813	03/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
06/11/2013	848	04/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4
06/11/2013	848	04/01/2013	Original Claim		
			Distribution	\$44,817.61	\$3,510.4



\$55,560.38

\$4,980.00

Reports Available to Sponsor

1. Meal Service Summary (Sponsor)
2. Payment Summary
3. Site Meal Service Summary


Accessing Reports

1. The reports are available for the selected Program Year.
2. Report links are available from the Center Claims Index page.

Program Year: 2013
Month: May
Claim Status: [All]
Search for: Sponsor

☒ Search by Name: Begins with... kinder
☐ Search by CTDS: (Enter as a number with no punctuation)


Learning Centers, LLC (10-31-05)

▶ [View Meal Service Summary](#) 
▶ [View Payment Summary](#)

May

Action	Paid	Revision	ype	Status	Last Edited	Last Action
View		Original	Regular Claim	Completed	06/28/2013 7:40a	

(10-31-05-005)

▶ [View Site Meal Service Summary](#) 

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	<input checked="" type="checkbox"/>	Original	Regular Claim	Submtd. for Pmt.	06/28/2013 7:55a	Submitted to Accounting on 07/12/2013

Meal Service Summary

1. The Meal Service Summary is a recap of the sponsor's meals claimed for the selected claim month and year.

Claims

Meal Service Summary

You are in [CACFP Home](#) > [Center Claims Index](#) > Meal Service Summary

Calendar Year:

Month:

Learning Centers, LLC (10-31-05)

Accurate as of 7/19/2013 8:19:35 AM

2013 May

Meal	Count	Rate	Amount
Breakfast			
Free Meals Served	6,469	1.5500	\$ 10,026.95
Reduced-Price Meals Served	1,088	1.2500	1,360.00
Paid Meals Served	8,518	0.2700	2,299.86
	Total:		\$ 13,686.81
Lunch			
Free Meals Served	8,809	2.8600	\$ 25,193.74
Reduced-Price Meals Served	1,476	2.4600	3,630.96
Paid Meals Served	11,921	0.2700	3,218.67
Cash in Lieu	22,206	0.2275	5,051.87
	Total:		\$ 37,095.24
Afternoon Snack			
Free Meals Served	7,890	0.7800	\$ 6,154.20
Reduced-Price Meals Served	1,305	0.3900	508.95
Paid Meals Served	10,889	0.0700	762.23
	Total:		\$ 7,425.38
Afternoon Snack - High Rate or At-Risk			
Free Meals Served	2,751	0.7800	\$ 2,145.78
	Total:		\$ 2,145.78
	Month Total:		\$ 60,353.21

Count – Cumulative meal count totals of all sites submitting claims during the selected month and year by type and category.

Rate – The USDA reimbursement rate in effect for the meal type, category, claim month and year.

Amount – The calculated amount of reimbursement (Count * Rate = Amount).

Month Total – The total value of the sponsor claim.

Payment Summary

Payment Period – The month and year that the claim was processed in. This is not the claim month. Clicking the link opens the Site Level report.

Batch Date – This is the date that H&N sent the payments to the accounting office for processing. **This is not the date the payment was mailed/issued by ADE. Allow 15 days from this date.**

Check Amount – The amount of the check issued.

Claims				
Payment Summary				
You are in CACFP Home > Center Claims Index > Payment Summary				
This page lists Checks or Direct Deposit Payments that include Claims or Advances for the 2013 Program Year.				
Learning Centers, LLC (10-31-05)				
Payments for Program Year 2013				
Payment Period	Batch Date	Batch No.	Document No.	Check Amount
2012 December	12/11/2012	897	121211-A	\$ 52,322.10
2013 January	01/11/2013	812	130111-A	\$ 48,372.76
2013 February	02/12/2013	835	130212-C	\$ 43,138.75
2013 March	03/13/2013	871	130313-G	\$ 48,320.39
2013 April	04/12/2013	885	130412-A	\$ 50,609.25
2013 May	05/13/2013	813	130513-E	\$ 55,448.66
2013 June	06/11/2013	848	130611-G	\$ 60,546.50
2013 July	07/12/2013	876	130712-C	\$ 60,353.21
2013 Program Year Total:				\$ 419,111.62

Payments for Program Year

Payment Summary

Claims:

- CTDS – The county/type/district/site number assigned to the site receiving payment.
- Period – The claim month/year of the payment.
- Revision – Type of claim processed, Original or Revision.
- Description – Clicking the link opens the claim that was processed.
- Amount – The amount of reimbursement for the site claim.
- Claim Total – Sum all of all site reimbursements.

Claims

Check Summary

You are in [CACFP Home](#) > [Center Claims Index](#) > [Payment Summary](#) > Check Summary

Learning Centers, LLC (10-31-05)

Check

Payment Type	Count	Amount
Claims	16	\$ 60,353.21
Check Total:		\$ 60,353.21

Claims

CTDS	Period	Revision	Description	Amount
10-31-05-001	2013 May	Original	Original Claim	\$ 5,563.34
10-31-05-004	2013 May	Original	Original Claim	\$ 6,909.60
10-31-05-007	2013 May	Original	Original Claim	\$ 3,331.61
10-31-05-013	2013 May	Original	Original Claim	\$ 3,085.27
10-31-05-017	2013 May	Original	Original Claim	\$ 2,305.09
10-31-05-005	2013 May	Original	Original Claim	\$ 2,732.98
10-31-05-020	2013 May	Original	Original Claim	\$ 2,121.42
10-31-05-012	2013 May	Original	Original Claim	\$ 3,890.30
10-31-05-014	2013 May	Original	Original Claim	\$ 2,601.22
10-31-05-024	2013 May	Original	Original Claim	\$ 3,200.39
10-31-05-019	2013 May	Original	Original Claim	\$ 4,643.92
10-31-05-018	2013 May	Original	Original Claim	\$ 3,692.52
10-31-05-015	2013 May	Original	Original Claim	\$ 4,942.27
10-31-05-025	2013 May	Original	Original Claim	\$ 2,518.05
10-31-05-022	2013 May	Original	Original Claim	\$ 3,806.98
10-31-05-021	2013 May	Original	Original Claim	\$ 5,008.25

Claims Total: \$ 60,353.21

Site Level for Payment Period

Site Meal Service Summary

- The Site Meal Service Summary is similar to the Meal Service Summary but recaps the site reimbursement claim.

Claims

Site Meal Service Summary

You are in [CACFP Home](#) > [Center Claims Index](#) > Site Meal Service Summary

Calendar Year:
 Month:

#1219 (10-31-05-005)

2013 May

Original Meal	Count	Rate	Amount
Breakfast			
Free Meals Served	280	1.5500	\$ 434.00
Reduced-Price Meals Served	86	1.2500	107.50
Paid Meals Served	335	0.2700	90.45
	Total:		\$ 631.95
Lunch			
Free Meals Served	368	2.8600	\$ 1,052.48
Reduced-Price Meals Served	112	2.4600	275.52
Paid Meals Served	440	0.2700	118.80
Cash in Lieu	920	0.2275	209.30
	Total:		\$ 1,656.10
Afternoon Snack			
Free Meals Served	251	0.7800	\$ 195.78
Reduced-Price Meals Served	77	0.3900	30.03
Paid Meals Served	300	0.0700	21.00
	Total:		\$ 246.81
Afternoon Snack - High Rate or At-Risk			
Free Meals Served	254	0.7800	\$ 198.12
	Total:		\$ 198.12
	Claim Total:		\$ 2,732.98

Reminders

1. Complete the ADE Common Logon form to receive access to CNPWeb.
2. Do not share Common Logon user accounts or passwords.
3. Create site application first, then sponsor application second.
4. Create sponsor claim first, then site claim second.
5. Claims cannot be submitted for a future month.
6. Claims are due by the 10th of each month following the claim month.
7. Claims will not be accepted 60 calendar days after the last day of the claim month.
8. Claims are not received until the claim status is **Submitted**. Claims left in **Pending** status are **NOT** considered timely and will not be accepted.
9. Allow 15 days from the Submitted to Accounting date for receipt of reimbursement payments.

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